Out-of-State Institutions and
In-State Proprietary Institutions Offering Instruction in Indiana
with a Physical Presence in the State

DEGREE APPLICATION
(*New or Renewal program*)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution   Brown Mackie College: Fort Wayne campus, Indianapolis campus,
Merrillville campus, and South Bend campus

Program name and
Suggested CIP Code: Business and Project Management – 52.0211

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)   AS

Name of Person Preparing this Form   Michele Zollner

Telephone Number   412-995-1879   **Application Type**

Date the Form was Prepared   04-08-2016   Initial   or   Renewal
(Revise date after any revision)

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The associate's degree program in Business and Project Management is designed to equip graduates with the knowledge and skills necessary for entry into the contemporary world of business and project management. The curriculum reaches these objectives through coursework that focuses on project management as an organizational process, including project planning and team dynamics as well as risk, cost, time, and human resource management. Additional courses provide instruction in accounting, contracts and procurement, general management principles, decision making and critical thinking skills, technical business procedures, and general education. The program is designed to prepare the graduate to fill a variety of entry-level business and project management positions.

Graduates of the program will be able to:

- Employ the vocabulary, rules, and procedures associated with the business culture.
- Manage large or small projects within primary and secondary parameters to meet stated objectives.
- Provide leadership to small teams of individuals toward a common goal.
- Apply business principles and theories to workplace problems.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, course number, and number of credit hours or clock hours for each course.

Name of Program: Business and Program Management

Total Course Hours: 90 credits   Check one: Quarter Hours   X

Semester Hours   __

Clock Hours   __

Tuition : $31,680   Length of Program: 88 weeks

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
ACC1011	Principles of Accounting I	4
BUS1101	Principles of Business Management	4
BUS1110	Principles of Marketing	4
BUS1121	Legal Environment of Business	4
BUS1210	Introduction to Human Resources	4
BUS1300	Small Business Management	4
BUS2250	Principles of Finance	4
BUS2330	Effective Team Dynamics	4
BUS2460	Introduction to Project Management	4
BUS2461	Effective Project Management	4
BUS2462	Advanced Project Management Concepts	4
BUS2465	Project Management Leadership and Innovation	4
BUS2955	Business and Project Management Capstone	2

10/15/2015

GENERAL EDUCATION / LIBERAL ARTS COURSES:

Course Number	Course Title	Course Hours
COM1151	Composition I	4.5
COM1152	Composition II	4.5
COM1300	Public Speaking	4.5
HUM2050	Introduction to Literature	4.5
MTH1850	College Algebra	4.5
SCI1950	Environmental Science	4.5
SSC1150	Introduction to Psychology	4.5
SSC2400	American Government	4.5
PSS1100	Professional Development	4

Number of Credit/Clock Hrs. in Specialty Courses: 50 /90 Percentage: 56%

Number of Credit/Clock Hrs. in General Courses: 4 / 90 Percentage: 4%

If applicable:
Number of Credit/Clock Hrs. in Liberal Arts: 36 / 90 Percentage: 40%

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Fort Wayne:

The library is located on the first floor of the campus building (3000 East Coliseum Boulevard, Suite 100, Fort Wayne, Indiana 46805).

The current hours of student access are:　　　Monday, Tuesday and Thursday – 8am – 10 pm
　　　　　　　　　　　　　　　　　　　　　　　　Wednesday – 8am – 7pm
　　　　　　　　　　　　　　　　　　　　　　　　Friday – 8am – 5pm

There is one full-time and two part-time staff members on-site, but the students have the availability of online library services as well.

Indianapolis:

The library is located on the third floor of the campus building (1200 N Meridian Road, Indianapolis, Indiana 46268).

The current hours of student access are:　　　Monday, Tuesday and Thursday – 8am – 8pm
　　　　　　　　　　　　　　　　　　　　　　　　Wednesday – 8am – 5pm
　　　　　　　　　　　　　　　　　　　　　　　　Friday 10am – 5pm

There is one full-time librarian and two part-time staff on-site, but the students have the availability of online library services as well.

Merrillville:

The Library is located in Room 143 on the main floor of the campus (1000 East 80th Place, Suite 205M, Merrillville, IN 46510).

The current hours of student access are:　　　Monday, Tuesday and Thursday – 8am – 10pm
　　　　　　　　　　　　　　　　　　　　　　　　Wednesday – 8am – 4pm
　　　　　　　　　　　　　　　　　　　　　　　　Friday 8am – 3pm

There is one full-time librarian and two part-time staff on site, but the students have the availability of online library services as well.

South Bend:

The library is located on the third floor of the campus building (3454 Douglas Road, South Bend, Indiana 46635).

The current hours of student access are:　　　Monday, Tuesday and Thursday – 8am – 8pm
　　　　　　　　　　　　　　　　　　　　　　　　Wednesday – 8am – 4pm

There is one full-time librarian on-site, but the students have the availability of online library services as well.

All campuses:

In addition to the campus librarian, the students have access to five full-time and one part-time librarian through the online services provided. The online hours are:

Monday – Thursday: 8am – 2am ET
Friday: 8am – 11pm ET
Saturday: 10am – 11pm ET
Sunday: 12pm – 2am ET

2. Number of volumes of professional material:

Fort Wayne:

Books (print)	4,679
CD	4
DVD	16
VHS	11
eBooks (owned)	452
eBooks (subscribed)	191,977
Streaming video (owned)	806
Streaming video (subscribed)	511

Indianapolis:

Books (print)	3,543
CD	9
DVD	143
VHS	0
eBooks (owned)	452
eBooks (subscribed)	191,977
Streaming video (owned)	806
Streaming video (subscribed)	511

Merrillville:

Books (print)	1,068
CD	18
DVD	402
VHS	468
eBooks (owned)	191,977
eBooks (subscribed)	806
Streaming video (owned)	511
Streaming video (subscribed)	1,068

South Bend:

Books (print)	10,101
CD	48
DVD	511
VHS	11
eBooks (owned)	447
eBooks (subscribed)	191,977
Streaming video (owned)	806
Streaming video (subscribed)	511

10/15/2015

3. Number of professional periodicals subscribed to:

Fort Wayne:

Periodicals (print, subscription)	9
Periodicals (electronic, subscription)*	64,693

  *full-text

Indianapolis:

Periodicals (print, subscription)	10
Periodicals (electronic, subscription)*	64,693

  *full-text

Merrillville:

Periodicals (print, subscription)	9
Periodicals (electronic, subscription)*	64,693

  *full-text

South Bend:

Periodicals (print, subscription)	9
Periodicals (electronic, subscription)*	64,693

  *full-text

4. **Other library facilities in close geographical proximity for student access:**

Fort Wayne:

Allen County Public Libraries (4 miles NE of campus)

Indianapolis:

Central Library of Indianapolis Public Library (0.4 miles S of campus)
Indiana University-Purdue University Indianapolis (1.5 miles SW of campus)

Merrillville:

Lake County Public Library (1.8 miles W of campus)

South Bend:

Notre Dame Hesburgh Library (1.6 m SW of campus)
Indiana University at South Bend (3.8 miles S of campus)
St. Joe County Public Library (4.0 miles SW of campus)
Mishawaka Penn Harris Public Library (4.3 miles S of campus)
Elkhart Public Library (13.0 miles E of campus)

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
** Include <u>all required documentation</u> **pertaining to the qualifications of each instructor.**

| Total # of Faculty in the Program: | 10 | Full-time: | 0 | Part-time: | 10 |

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one: Full-time	Part-time
FORT WAYNE CAMPUS						
Advany, Mohammed	MBA	43	6	n/a		X
Anderson, Rosemary	MBA	12	9	3		X
Black, Cynthia	MBA	6	4	2		X
Fisher, Charles	MBA	8	4	n/a		X
Hall, Lauren	MSc	1	<1	1		X
Hug, Peggy	MA	3	<1	5		X
Hunt, Darren	MA	n/a	2	13		X
Loper, Jared	MFA	1	1	3		X
Low, Kenneth	MA	4	4	24		X
Shearer, Bradley	MA	1	1	1		X

10/15/2015

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
** Include all required documentation **pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program:	11	Full-time:	1	Part-time:	10

Fill out form below: **(PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
INDIANAPOLIS CAMPUS						
Brown, Keith	MA	n/a	2	7		X
Cooper, Robert Mark	MS	10	4	n/a		X
Corcella, Ellen	JD	11	3	n/a		X
Grant, Johnette	MBA	5	5	1		X
Kinkelaar, Keith	MBA	14	3	n/a		X
Lollino, Jessica	MA	22	3	n/a	X	
Martin, Michael	MBA	14	1	4		X
McCann, Michael	MS	28	2	n/a		X
Norcross, Jeffrey	MBA	18	1	n/a		X
Stamps, Douglas	MS	7	6	n/a		X
Utterback, James	MBA	9	3	3		X

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
** Include all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	13	Full-time:	1	Part-time:	12

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one: Full-time	Check one: Part-time
MERRILLVILLE CAMPUS						
Brack, Tiffany	DBA	10	8	N/A	x	
Bradshaw, Jami	MBA	13	<1	N/A		x
Dvorak, Jacquelyn	MA	13	<1	13		x
Gonzalez, Rolando	MBA	12	7	9		x
Hower, Violet	MBA	11	<1	6		x
Hoy, Colzette	EdD	10	<1	4		x
Miller, Sheleita	MA	3	<1	<1		x
Miller, Zanetta	MA	3	1	2		x
Penney, Mark	JD	10	5	5		x
Roper-Nikitaras, Kristanna	JD	7	7	N/A		x
Shomo, Patricia	MBA	11	<1	N/A		x
Sisk, Rachel	MS	<1	<1	<1		x
Tinder, Terri	JD	8	6	N/A		x

10/15/2015

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	10	Full-time:	1	Part-time:	9

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one: Full-time	Part-time
SOUTH BEND CAMPUS						
Dorinda Bond	MBA	9	4	1		X
Amanda Brunson-Cruz	MA	1	2	5		X
Sydney Mmadi	DBA	10	9	n/a	X	
Terry Peters	MA	17	1	4		X
Tiffany Reddick	MBA	4	3	1		X
Linda Kay Sayre	MA	n/a	32	n/a		X
Sheila Smith	EdD	9	17	n/a		X
Larry Sparing	MA	n/a	1	12		X
Chauncre Sprouse	MPA	4	2	6		X
Kevin Stewart	MBA	21	4	4		X

10/15/2015

**Supplementary Information on
Licensure, Certification, and Accreditation**

Institution: Brown Mackie College

Degree Program: Associate of Science in Business and Project Management

Locations: Fort Wayne, Indianapolis, Merrillville, and South Bend

State Licensure
Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

　　　No, the student does not need to be licensed by the State to practice their profession in Indiana.

If so, please identify
The specific license(s) needed:
The State agency issuing the license(s):

+++

Professional Certification
What are the professional certifications that exist for graduates of similar program(s)?

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

　　　Yes

If so, please identify
Each specific professional certification: Certified Associate in Project Management (CAPM)
The national organization issuing each certification: Project Management Institute (PMI)

Please explain the rational for choosing each professional certification:

　　　This certificate was chosen because of the parallel of knowledge base (project management) with the proposed program (AS in Business and Project Management). It will permit students the opportunity to expand their portfolio if they desire.

Please identify the single course or a sequence of courses that lead to each professional certification?

　　　BUS2460　　　Introduction to Project Management
　　　BUS2461　　　Effective Project Management
　　　BUS2462　　　Advanced Project Management Concepts
　　　BUS2465　　　Project Management Leadership and Innovation

++

<u>Professional Industry Standards/Best Practices</u>
Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?

      Yes, the program incorporates industry standards and best practices.

If so, please identify
The specific professional industry standard(s) and/or best practice(s):

Including, but not limited to: process improvement strategies, total quality management (TQM), sustainability and lean management, and Six Sigma methodology.

The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:

Brown Mackie College worked closely with an external subject matter expert (SME) from the operations management industry in the development of this program curriculum.

++

<u>Program Accreditation</u>
Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

      No, the program does not need specialized accreditation.

If so, please identify the specialized accrediting agency:

++

<u>Transferability of Associate of Science Degrees</u>
Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution?

      Yes, the AS in Business and Project Management degree program has the option to apply almost all of the credits to a related baccalaureate degree program at Brown Mackie College.
10/15/2015

If so, please list the baccalaureate degree(s):
> Bachelor of Science in Business Administration (currently offered at the Indianapolis and Merrillville campuses in Indiana).

Brown Mackie College students are notified about the possibility of credit transfer to other institutions by the following information in the catalog:

Transferability of Credit To Other Institutions
Brown Mackie College does not imply, promise, or guarantee transferability of its credits to any other institution. In the U. S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing.
This program is designed to lead directly to employment. Course credits will likely not transfer to other schools, and degrees will likely not be accepted by another school's graduate degree program. Additionally, programs offered by one school within Brown Mackie College system may be similar to but not identical to programs offered at another school within the system. This is due to differences imposed by state law, use of different instructional models, and local employer needs. Therefore, if you decide to transfer to another school within Brown Mackie College system, not all of the credits you earn in this program may be transferable into that school's program. If you are considering transferring to either another Brown Mackie College or an unaffiliated school, it is your responsibility to determine whether that school will accept your Brown Mackie College credits. We encourage you to make this determination as early as possible.

++

Job Titles
List specific job titles and broad job categories that would be appropriate for a graduate of this program:

The Representative Job Titles are:
Account Manager
Account Representative
Call Center Representative
Client Services Representative
Customer Care Representative (CCR)
Customer Service Agent
Customer Service Representative (Customer Service Rep)
Customer Service Specialist
Member Services Representative
Project Managers
Sales Facilitator
Managers (Other) including Regulatory Affairs Managers, Compliance Managers, Supply Chain Managers, Security Managers, Loss Prevention Managers, etc.